



Automation Specialist

Department: Countywide

Class Code: 1362

EEO Code: 23

FLSA: E

Effective: 01/07/1996

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty in assisting in the development, implementation and maintenance of department systems; prepares Easytrieve and other reports; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Coordinates development, implementation and maintenance of department systems based on needs; loads specified software packages, such as operating systems, word processing or spreadsheet programs into computer; enters commands and observes system functions to verify correct system operation; participates in the implementation of upgrades to department standard software; instructs user in use of equipment, software and manuals; answers inquiries concerning system operation; diagnoses system hardware, software and operator problems; performs routine actions to correct problems based on knowledge of systems operation or acts as liaison between the user and IST for problem solving; assists IST with trouble shooting and program testing; writes Easytrieve and other programs; run programs against automated files; produces reports; reviews reports for completeness and accuracy; performs quality control function for data base; researches, evaluates and recommends hardware and/or software; maintains systems documentation; may serve on systems related committees; may supervise para-professional and/or clerical staff; may serve as LAN Administrator; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of computer science; of microcomputer hardware, operating systems and applications of software including word processing, graphics, and data base management; Working skill in communicating effectively in both written and oral forms with vendors, users, analysts, programmers, and management; working skill in developing effective working relationships with internal and external customers; in reading and applying technical reference data to resolve system and network problems; in instructing others in computer use.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for and associates degree in computer science or related field and two years of experience in related computer field; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
